

North Tyneside SEND Strategic Board

Terms of Reference

1. Aim

The SEND Strategic Board will provide strategic direction and leadership for monitoring and quality assuring North Tyneside's effectiveness in identifying and meeting the needs of children and young people who have special educational needs and/or disabilities; ensuring the shared vision and strategy for children, young people and families is adhered to and embedded in services and practice standards to improve outcomes for children and young people who have SEND.

2. Objectives

The Board will provide an effective multi agency partnership forum and ensure strategic oversight on all aspects of SEND including; governance, challenge, decision making and reporting requirements for the SEND Vision Statement and Joint Commissioning Strategy and improvement plan to;

- Ensure children and young people with SEND are effectively and appropriately identified
- Ensure the needs of children and young people with SEND are assessed and met
- Improve outcomes for children and young people with SEND

The Board objectives will be;

- Providing strategic direction across the SEND system, including agreeing the SEND Vision Statement and Strategy
- Agreeing the SEND Self-Assessment and ensure delivery of the SEND Improvement Plan
- Ensuring data and intelligence is used to inform plans, including agreeing the SEND Needs and Sufficiency Assessments
- Ensuring joint commissioning arrangements are well informed and have a tangible impact for children and young people with SEND
- Ensuring the quality of assessments, plans and services across the system are good and continually improving
- Ensure regular and meaningful engagement with children, young people, parents and carers across the system

3. Reporting and Accountability

The SEND Strategic Board will report on a quarterly basis to the Children, Young People and Learning Partnership Board. There will also be bi-annual reporting to the Health and Wellbeing Board, as well as regular reporting and oversight to individual organisational bodies, such as the Local Authority's Cabinet and CCG Executive.

The Board is supported by a multi-agency board and sub-groups, which focus on: Delivery; Joint Commissioning; Performance; and Quality Assurance. In addition, there are a range of effective partnership groups responsible for decision-making and service developments which will establish reporting links with the Board and supporting sub-groups, including Whole Life Disability (WLD) Board, Learning Disability (LD) Integration Board, Complex Case Panel and the Schools Forum.

Partnership board and sub-groups reporting to the board:

- Delivery Board
- Intelligence Planning and Joint Commissioning group
- Quality Assurance and Improvement group
- Performance group

There will be representation on the SEND Strategic Board from the North Tyneside Co-Chairs of the Parent Carer Forum.

Additional task and finish groups may be established to support sub-groups and ensure the business of the Board can be effectively managed and its role and purpose achieved.

4. Membership

Name	Job Title	Organisation
Lesley Young-Murphy	Executive Director of Nursing and Chief Operating Officer (Chair)	North Tyneside CCG
Jacqui Old	Director of Children's and Adult Services (Vice chair)	North Tyneside Council
Wendy Burke	Director of Public Health	North Tyneside Council
Mark Mirfin	Assistant Director for SEND and Whole Life Disability	North Tyneside Council
Diane Buckle	Assistant Director for Education, Learning and Skills	North Tyneside Council
Julie Firth	Assistant Director Children's Services	North Tyneside Council
Maureen Taylor	Deputy Director	Northumbria NHS FT
Sue Welsh	General Manager, Clinical Services	Northumbria Health Care

Anne Foreman	Designated Clinical Officer	North Tyneside CCG
Gillian Vince	Senior Manager, Clinical Services SEND Strategic Lead	Northumbria NHS FT
Mark Jupp	Senior Manager Transformation	North Tyneside Council
Jo Gilliland	Co-Chair of Parent Carer Forum	North Tyneside Parent Carer Forum
Mark Taylor	Strategic Commissioning Manager	North Tyneside Council
Michael Johnston	Commissioning Manager	North Tyneside Council
Janet Arris	Commissioning Manager	North Tyneside CCG
Kevin Burns	Senior School Improvement Officer for Inclusion	North Tyneside Council
Jo Connolly	Senior Manager/Professional Nursing Lead	0-19 Children's Public Health Service
Rachel Hughes	Service Manager, Educational Psychology	North Tyneside Council
Helen Samuel	Connexions Advisor	Connexions
Alison McAlister	Head Teacher	Special Schools Head Representative
Vacant	Head Teacher	Primary Education
Vacant	Head Teacher	Secondary Education
Pam Colby	Policy, Performance and Research	North Tyneside Council

Administrative support will be provided by North Tyneside Council, Management Support Services.

If members are unable to attend a meeting, they are asked to identify a deputy / representative to attend on their behalf. A quorate meeting will be represented by four board members (including two members who are not employed by the council), plus the Chair or their nominated Deputy. Other colleagues may be invited, as required, to provide updates or information, dependent on the agenda.

The members of the Board will commit to:

- attending all scheduled board meetings;
- sharing relevant communications and information across all members;
- making timely decisions and take action so as to not hold up the business;
- notifying members of the Board, as soon as practical, if any matter arises which may be deemed to impact on the effectiveness of Board;

- attending all meetings and only if necessary (giving appropriate notice) nominate a proxy.

Members of the Board will be:

- provided with complete, accurate and meaningful information in a timely manner
- given reasonable time to make key decisions
- alerted to potential risks and issues that could impact the business, as they arise
- open, honest and respectful in discussions

5. Meeting Administration

5.1 Arrangement and Frequency of Meetings

The Board will meet quarterly. Meeting dates, times and venues will be arranged by the Chair on a 3 monthly basis and communicated to staff.

5.2 Meeting Requirements

Key leads for the Subgroups are required to produce a summary report of actions for each board meeting. All papers are to be circulated 7 days in advance.

5.3 Standing Agenda Items

Standing agenda items will include;

- Attendees and Apologies
- Minutes and Matters Arising
- Update from Subgroup Chairs
- Outstanding Actions/Action Log/Risk Log
- Any Other Business

6. Review of Terms of Reference

6.1 These Terms of Reference will be reviewed annually, unless the need arises for an earlier review.